



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND  
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO  
ATTENTION OF

AFLR-PRK (715)

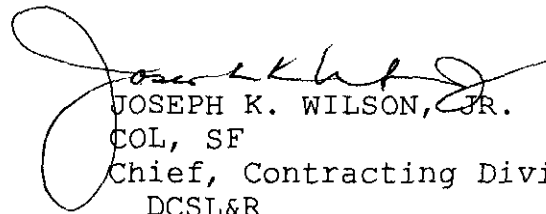
9 Oct 96

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-1, Additional Submission Requirements for GAO Protest Agency Reports

1. Reference CIL 96-32, item h., dated 21 Aug 96, Subj: New General Accounting (GAO) Protest Rules.
2. Effective 8 Aug 96, The Office of the Judge Advocate General (OTJAG) amended their submission requirements to be in line with the new protest rules.
  - a. The Agency Report Cover Letter must identify the contracting officer and appropriate other personnel involved in the protested procurement -- i.e., the source selection authority, key evaluation personnel and the contract specialist. Provide the name and telephone number for each individual. These individuals should be available for consultation with the OTJAG for the week following due date of the Agency Report. If any individual will not be available during this period, you should advise OTJAG immediately.
  - b. Additionally, you are required to complete and provide with the Agency Report, the enclosed Protest Checklist. Due to the nature of some of the information requested, recommended completion be a joint effort with your legal counsel.
3. For additional information, please contact Irene Hamm, DSN: 367-5632 or e-mail hammi@ftmcpshn-emhl.army.mil.

Encl

  
JOSEPH K. WILSON, JR.  
COL, SF  
Chief, Contracting Division,  
DCSL&R

Principal Assistant Responsible  
for Contracting

PROTEST CHECKLIST:

1. Identify installation POC for this protest:

Name \_\_\_\_\_

Phone number \_\_\_\_\_  
(DSN and commercial)

Fax number \_\_\_\_\_  
(DSN and commercial)

2. Did Protester send the KO a copy of protest: \_\_\_\_ Yes \_\_\_\_ No

If there are enclosures attached to the protest, fax us a copy of all enclosures -- DSN 226-1538 or commercial (703) 696-1538. (Date received \_\_\_\_\_)

3. Did protester protest the same or similar issues to the KO or agency? \_\_\_\_ Yes \_\_\_\_ No

If yes, advise of basis of protest and disposition, and fax us copies of the protest and KO/agency decision letter, plus advise of:

date when protest was filed \_\_\_\_\_

date of protest decision \_\_\_\_\_

date when protester received a  
copy of the protest decision \_\_\_\_\_

4. If a post-award protest:

date of award \_\_\_\_\_

date of notice to unsuccessful offerors \_\_\_\_\_

date when protester received the notice \_\_\_\_\_

5. Is the protest timely for stay purposes: \_\_\_\_ Yes \_\_\_\_ No

If so, will SARDA override be sought: \_\_\_\_ Yes \_\_\_\_ No

6. Is the protest timely for protest purposes: \_\_\_\_ Yes \_\_\_\_ No

7. Are there any other bases for summary dismissal:

(no/inadequate factual basis stated for protest;  
no legal basis for protest  
lack of standing or not in line for award;  
SBA issues;  
responsibility determination;  
contract administration issues;  
NAF contracts, NAF \$s, NAF KO;  
in litigation elsewhere; etc.)

\_\_\_ Yes \_\_\_ No

State which basis: \_\_\_\_\_

If Yes to questions No. 5 or 6, send KO statement and pertinent documents with respect to the summary dismissal request.

(Date KO statement/documents received: \_\_\_\_\_)

8. Comments with respect to protester's request for documents or request for a hearing:

9. For protests of awards, fax a summary listing of all offerors in rank order (to include proposed prices, technical scores, etc.). Fax bid or proposal abstracts.

10. Will proprietary/source selection information be included in the agency report? \_\_\_ Yes \_\_\_ No

If yes, Contract Appeals Division to seek protective order from GAO. Date accomplished: \_\_\_\_\_

11. Are there any documents which the protester has not furnished or which can be furnished that would assist in resolving protest issues? If so, what documents?

Contract Appeals Division action: Prepare document request  
(Date accomplished: \_\_\_\_\_)

12. Separately provide by fax a listing of key persons involved in protest, to include phone and fax numbers: E.g., KO; contract specialist; contract attorney; source selection authority; all evaluation members; cost/price analyst, drafters of the specifications, etc.

oo Advise whether these individuals will be available for the next 100 days (retirements, reassignments, resignations, TDY, leave)

oo Advise whether these individuals will be available to discuss the report from day 20 to day 30.

The installation contracting officer responsible for this protest is:

Name \_\_\_\_\_

Phone number \_\_\_\_\_  
(DSN and commercial)

FAX number \_\_\_\_\_  
(DSN and commercial)

The installation contract attorney responsible for this protest is:

Name \_\_\_\_\_

Phone number \_\_\_\_\_  
(DSN and commercial)

FAX number \_\_\_\_\_  
(DSN and commercial)

13. The date when report and list of documents to be provided and withheld, must be received at Contract Appeals Division is:

\_\_\_\_\_

14. Does KO want to seek express option?

☐ Yes ☐ No (Must file agency report with GAO within 20 days of protest)

If Yes, Contract Appeals to seek express option:

Date of request \_\_\_\_\_

15. Status/availability of documents for early production:

16. Discuss response/assessment of each protest allegation.

17. Questions regarding documents to be included in the agency file or in response to document production request.

18. Other comments/discussion issues: